

SUBMITTAL REQUIREMENTS FORM

**CITY OF MILPITAS
BUILDING INSPECTION DIVISION
SUBMITTAL REQUIREMENTS FORM
(Additions and Remodels to Existing Residential Buildings)**

Administering Department: Building Inspection Division
455 East Calaveras Boulevard, Milpitas CA 95035
tel: (408) 586-3000 • fax: 586-3286

NOTE: While this form is **not interactive** due to the requirement for an original signature, it may, however, be filled out, then printed and mailed or delivered to the City.

Use this form for Additions and Remodels to Existing Residential Buildings.

Project Address:

Date:

In order to process and expedite your request for a building permit, please submit the following:

Check appropriate box as applicable. If you have any questions, please call the Building Inspection staff at (408) 942-2310).

3 complete sets of drawings (minimum size 11" X 17") to include:

Architectural

Plot Plan
Roof Plan
Floor Plan
Elevations
Cross Sections
Sections, Details, Notes

Structural

General Notes and Standard Details
Foundation Plan
Roof Framing Plan
Floor Framing Plan
Sections and Details

Electrical, Mechanical and Plumbing

Plans to include:

- Location of Electrical Services, Switches, Lights and Outlets
- Location and Size of Electrical Subpanels
- Location of Plumbing Fixtures
- Mechanical Ventilation System

Documentation to Accompany Drawings

2 Sets of the Following Applicable:

- Structural Design Calculations
- T-24 Energy Calculations

If one or more required items are not submitted, the application will be considered incomplete and will not be processed.

I have read the above information and have submitted all the required information.

NOTE: Building permits may only be issued to a Homeowner or a Licensed Contractor.

If the Homeowner is going to hire laborers, it is required by State Law that the homeowner obtain Workman's Compensation insurance and provided a Certificate of Insurance for the City of Milpitas.

CERTIFICATION OF AUTHENTICITY

BEWARE, you are subject to prosecution if you unlawfully submit this form. UNDER PENALTY OF LAW, transmission of this form to the City of Milpitas is your certification that you are authorized to submit it and that the information presented is true and correct.

Name

Phone Number:

Signature:

Date:

I declare under penalty of perjury that the forgoing is true and correct, and that I will comply with all City Codes and Regulations in the conduct of my business.